JOB DESCRIPTION

POSITION: IT Infrastructure Manager   **POSTING DATE: 1-6-17**
LOCATION: Stockbridge-Munsee Community   **CLOSING DATE :Until Filled**
SALARY: Negotiable/Exempt   **PAYGRADE: 7**

Reports directly to: Chief Information Officer   Department: MIS

GENERAL RESPONSIBILITIES:
The IT Infrastructure Manager will be responsible for the administration of the Information Technology Department for the Stockbridge-Munsee Community. Administration includes supervising IT personnel, maintaining network and telecommunications systems, architecting, researching, and recommending new technology. Developing IT policies, procedures, and maintenance schedule.

DUTIES:
1.   Responsible for the administration of the Information Technology (IT) Department for the Stockbridge-Munsee Community, Casino and subsidiaries.
2.   Responsible for 24/7 99.95% high availability.
3.   Monitor and manage QoS for the Stockbridge computer network.
4.   Must be self-motivated and have a strong commitment to service and technology.
5.   Effective communication and leadership attributes.
6.   Must have a good working knowledge of HP SAN solution and Converged Fabric Technology. Must know deduplication and SAN technology.
7.   Must support and manage VDI and RDS environment.
8.   Supervise and coordinate daily activities of IT personnel including assignment of work orders and projects.
9.   Manage network systems including virtual and physical server hardware and software with Hyper-V and VMWare (Windows Servers). Routers, switches, firewalls, cabling, UPS, backups, anti-virus, web/e-mail filters, Internet and WAN circuits.
10.   Work on solutions and future technology initiatives that will bring value to Stockbridge-Munsee Community and Casino.
11.   Responsible for managing upgrades and migrations with planned down time.
12.   Develop and manage change management procedures for all configuration changes impacting the WAN/LAN/Virtual/Cloud environment.
13.   Must have some working knowledge of UPS and HVAC systems.
14.   Manage enterprise level onsite backup with VEAM, ASIGRA or Cloud Backup.
15.   Manage software systems that are critical Tier 1 and other departmental specific software.
16.   Manage Mitel Voice-Over-IP telephone systems.

17. Prepare annual objectives, operating budget and capital budget for the IT department and report monthly and semi-annually on progress toward objectives.
18. Maintain technology inventory and develop an annual computer replacement plan.
19. Stay current on technological advances in the IT field, research, and make recommendations on new technologies to improve operations.
20. Prioritize and manage IT projects and coordinate IT purchases for all departments.
21. Work with external IT vendors, consultants, and engineers.
22. Maintain and develop IT standards, policies, and procedures that comply with all tribal policies and gaming Class II and Class III compliance.
23. Must perform assigned duties in a timely manner with minimum supervision.
24. Must be able to work weekends, nights, and holidays.
25. Must adhere to all established rules, regulations, procedures and policies of Stockbridge-Munsee Community.
26. Must participate in employee random drug testing program.
27. Must be able to work with a variety of people with diverse personalities.
28. Must maintain an acceptable departmental attendance record.
29. Must be reliable and prompt when reporting to work.
30. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
31. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
32. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
33. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:
1. Bachelor's Degree in Computer Science, Informational Technology or closely related field plus five (15) years of Network/SAN/Virtualization architecting, implementation and management; an equivalent combination of education and experience may be considered.
2. Two (2) years supervisory experience.
3. Five (5) years of architecting infrastructure for medium to enterprise level network infrastructure with switching, routing, systems, and network.
4. CCIE, MCSE, MCSA, and VMware certifications preferred.
5. Experience in designing and supporting complex networks and mixed server farm environments.

6.	Expert knowledge of Microsoft Windows, Microsoft Office365, Azure, Microsoft Server, VMWare, and Microsoft Exchange/SQL is required.
7.	Must have above average problem solving skills.
8.	Must have excellent verbal and written communication skills.
9.	Must be able to work effectively under pressure and meet multiple deadlines.
10.	Must be able to obtain and maintain a Mohican Nation Gaming License.
11.	Must follow MIC requirements per gaming division.
12.	Must have reliable transportation.
13.	Must submit to a Criminal Investigation Background Check.
14.	Must obtain and maintain coverage under the employer's Employee Dishonesty policy.
15.	Must be willing to attend all applicable training.
16.	Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17.	Must be eligible for coverage under the employer's liability insurance.
18.	Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
19.	Must be able to meet physical requirements of position.
20.	Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
21.	Must abide by departmental and organizational safety, testing, and uniform guidelines.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to fifty (50) pounds.

2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.

3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.

4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO:	Human Resources Department
Stockbridge-Munsee Community
N8476 Moh He Con Nuck Road
PO Box 70
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER. CANDIDATES MUST PASS DRUG SCREEN AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment Preference.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position: Tribal Council Approved:11-21-16
Revised Position: Exec Dir HR: 06-15-16